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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 23 February 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 14 - 21 February 1956

✓ 1. A letter was written by a Student to the Chief, Contacts Division/CO summarizing the tradecraft portion of Operations Support in which he recommended that this course be made available to Contact/Specialists. A copy of this letter was made available to us and has been forwarded to [ ] for inclusion in [ ] file.

2. [ ] is currently working on materials for a Tradecraft Case Book (materials from overt publications only) to be used in conjunction with the Tradecraft Manual.

3. The list of subjects submitted by [ ] for the briefing of [ ] covers 22 topics. We have recommended that the Records Integration functions be handled by a tour to be arranged by [ ]. It is felt that this entire briefing will have to be played by ear inasmuch as it has not been possible to determine the extent of [ ] background in the DDP area. Upon completion of this training, a memorandum of subjects covered will be forwarded to [ ] through the Office of the Registrar.

✓ 4. [ ] spent Monday and Tuesday at [ ] presenting finance materials.

5. [ ] is presently working on a pamphlet for general distribution called "What About Allowances". This pamphlet is intended to brief all personnel going overseas on what they are entitled to receive. [ ] made an orientation trip to [ ]

6. The film "Curtain Up On Communism" was reviewed and will be used in the next Administrative Procedures Course.